



Controller Betty T. Yee
California State Controller's Office
Unclaimed Property Division

**DOCUMENTATION REQUIRED FOR
FILING A CLAIM FOR A GOVERNMENT AGENCY**

If the Government Agency (herein Agency) name is listed in our database or on our website, and you are filing this claim as an Agent or Officer claiming on behalf of the Agency, please follow the instructions below and supply all the documents required to process the claim. Note: Items 1-4 are required for all claims.

If the property you are claiming is not listed under the Agency name in our database or on our website, but the Agency is the owner of uncashed funds (such as Checks, Cashier's Checks, Traveler's Checks, Money Orders, Bonds or Coupons) that is believed to have been transferred to the Unclaimed Property Division, also follow the instructions below.

1. A completed Claim Form is required, signed by an Agent or Officer claiming the property on behalf of the Agency. If you are claiming multiple properties, you may file one completed Claim Affirmation Form and attach either a copy of each Property Detail Screen from the website or a spreadsheet listing all Property ID numbers, reported owner(s), and amount being claimed on behalf of the Agency.

A. The Claim Form needs to be notarized if the:

- 1) Value of the claim is \$1,000 or greater
- 2) Claim is for securities such as:
 - a) Stocks
 - b) Mutual Funds
 - c) Bonds
 - d) Debentures
- 3) Claim is for Safe Deposit Box contents

B. If there are multiple owners associated with the property, each owner must sign a Claim Affirmation Form to receive their share of the property.

- 1) All claim forms can be sent together if they are using the same supporting documentation. If sent in separately, each separate claim must contain the required supporting documentation.
- 2) The percentage paid to each Agency, Business or Owner is based upon the documents provided.
- 3) If you believe your Agency is entitled to 100% of the property, please provide documentation proving this. This only applies if there are multiple owners reported.

Suggested examples include:

- a) Invoices
- b) Receipts
- c) Court documents



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2. A 'Letter of Authorization' on Agency letterhead is required from an Official with the Agency, authorizing an Agent or Officer to claim the property on behalf of the Agency.
3. A copy of the Agency Issued Photo Identification card is required for the Agent or Officer authorized to file the claim. If this is not available, other allowable identification includes:
 - A. Driver License
 - B. State Issued Identification Card

Please Note: in lieu of a copy of a Driver License, it is acceptable to send in a notarized statement with the Agent/Officer's name, driver license number, driver license expiration date and date of birth.

4. The Agency Federal Employer Identification Number (FEIN) must be clearly typed or written on the Claim Affirmation.
5. If we cannot verify a claim based on the FEIN because the company reporting the property did not provide the FEIN when transferring the property to us, and if the reported owner name of the property is not clearly the Agency, we will need additional documentation as described in A. or B. below, to verify your claim. Therefore, if you have these documents available, please submit them when you file the claim to ensure speedy processing of the claim.

EITHER

- A. Proof showing that the Agency operated at the address as reported by the company sending in the unclaimed property. The address is shown on the State Controller's Unclaimed Property website at www.sco.ca.gov.

Suggested examples include:

- 1) Mortgage or lease/rent documents
- 2) Telephone or utility bill
- 3) Bank or credit card statement

OR

- B. Documentation showing that the Agency had an account, or did business with the Company that reported the unclaimed property. These documents must be related to the property that you are claiming.

Suggested examples include:

- 1) Bank statement (if the unclaimed property is from a bank)
- 2) Stock certificate or statement (if the unclaimed property is from an investment company)
- 3) Invoices or receipts showing your Agency name and that of the reporting company



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- 6. If the Agency is claiming property that is a Check, Cashier's Check, Traveler's Check, Money Order, Bond or Coupon (all referred to as an Original Instrument), you need to provide a copy for us to research to make sure that the property was transferred to the State. If we confirm the property was transferred to the State, we will then ask you to provide us with the Original Instrument. If you do not have the Original Instrument for any reason, please contact the Unclaimed Property Division at (800) 992-4647, and you will be provided with further instructions.**

Send all documents to:

State Controller's Office
Unclaimed Property Division
P.O. Box 942850
Sacramento, CA 94250-5873

Should you have any questions or concerns regarding these instructions, please call (800) 992-4647.